



**TSgt Edward E. Magri**

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**INFORMATION TECHNOLOGY  
(IT)**

**EQUIPMENT CUSTODIAN  
TRAINING**



# AGENDA

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# REFERENCES

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1. AFI 33-112 Computer Systems  
Mgmt
2. DODM 7950-1 Defense  
Automation  
Resources Management Manual
3. AFMAN 23-220 Reports of Survey  
of AF Property



# REFERENCES (Cont)

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4. ADAL 99-40 (Intranet)
5. LA ANG and 159FW Supplements and Policies
6. 159 CF Equipment Custodian Handbook



# **KEY PLAYERS & RESPONSIBILITIES**

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## **Unit Commander**

- 1. Appoint IT Equipment Custodians (in writing) to assist the accountable EC. See attch. 1**
- 2. With users and supervisors at all levels, he/she is responsible for computer resources under their control.**
- 3. Report changes in EC appointment at**



# **KEY PLAYERS & RESPONSIBILITIES**

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## **EC - Equipment Custodians**

- 1. Accountable for all computers issued, turn replaced for his/her unit or respected area.**
- 2. Complete an annual inventory of all IT equ**
- 3. Obtain approval and coordinate all potential of computer systems between accounts with**
- 4. Sign for new computer equipment and app**

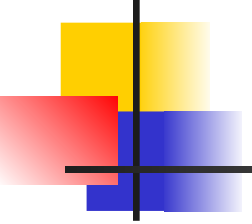


# **KEY PLAYERS & RESPONSIBILITIES**

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## **EC - Equipment Custodians (Cont**

- 5. Conduct physical inventory when transferring equipment from one custodian to another and assist the ECO with inventory, accountability, and reporting tasks.**
- 6. Ensure software is removed from computer prior to turn-in.**
- 7. Ensure labels are attached to each piece of accountable IT property.**



# **KEY PLAYERS & RESPONSIBILITIES**

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## **EC - Equipment Custodians (Cont.)**

- 8. Report deployed equipment to ECO w/AF for**
  - Hand-receipt/ (See attach 2) sign out equipment that will be temporarily relocated.**
  - Temporary located computers/laptops**
  - Destroy after property is returned**
- 9. ADPE Inventory - VS - CA/CRL11.**
- 10. Prepare “Report of Survey” within 10 days of equipment that is lost, damaged, or destroyed.**





# **KEY PLAYERS & RESPONSIBILITIES**

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## **CSO Duties and Responsibilities:**

- 1. Responsible for IT in their IPMS account.**
- 2. Appoint an IT ECO and alternate.**
- 3. Develop and process technical solutions for user computer requirements.**
- 4. Ensure every effort is made to use redistribution sharing programs to meet user requirements.**



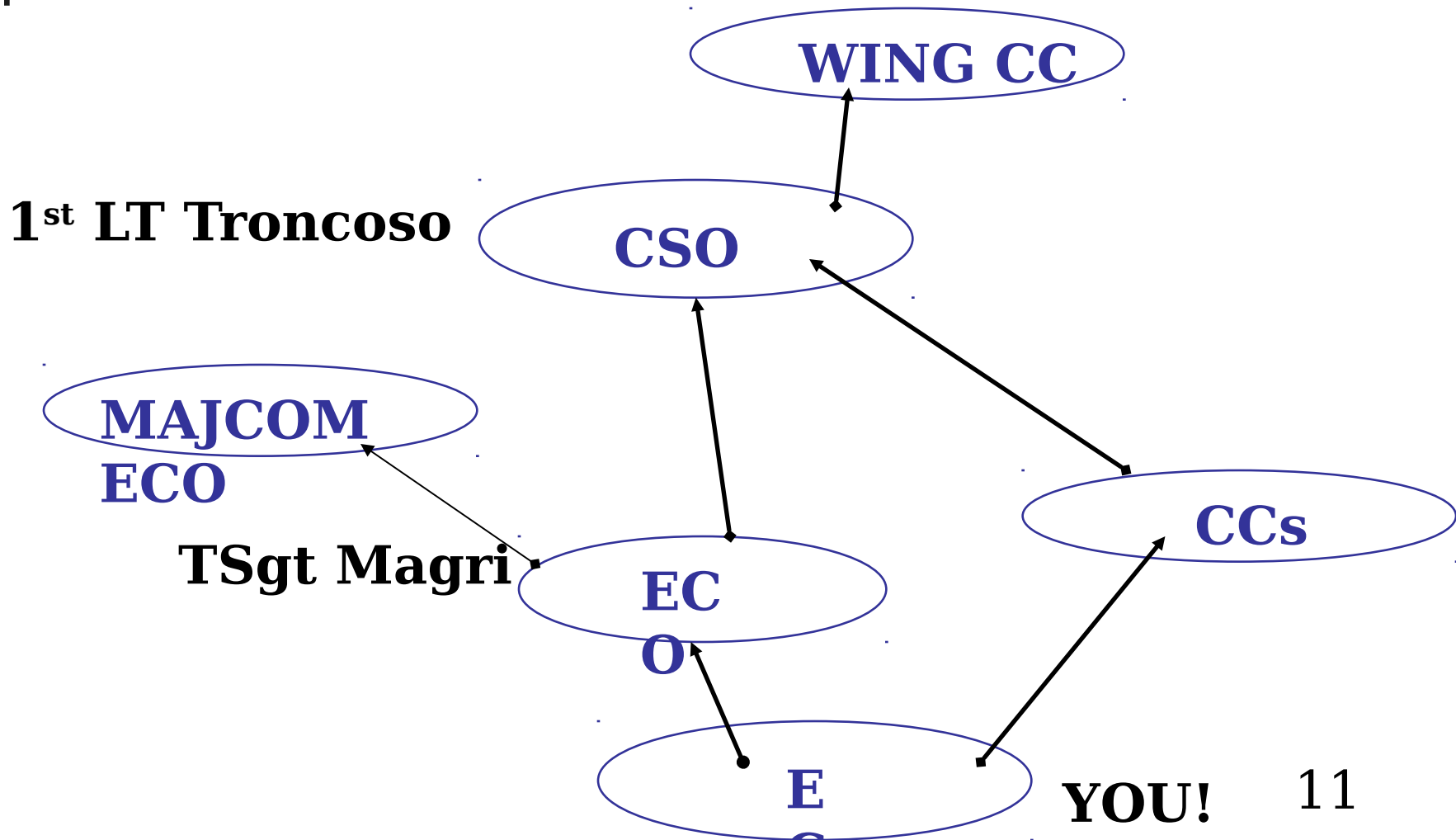
# **KEY PLAYERS & RESPONSIBILITIES**

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## **ECO Duties and Responsibilities:**

- 1. Responsible for all applicable procedures c throughout AFI 33-112.**
- 2. Manages IPMS account.**
- 3. Approves relocation of equipment.**
- 4. Conducts annual inventory.**

# WHERE DO YOU FIT??





# **ATTACHMENTS**

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- 1. Appointment Letter of ECs by  
Commander to be completed  
by C.O.B. 21 Nov 00**
- 2. AF Form 1297**
- 3. R.O.S. - DD Form 200**



# SUMMARY

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**This completes EC  
training.**

**QUESTIONS?**

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